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NER-Memo. No. 1468

UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Agency  
Washington 25, D. C.

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CURRENT SERIAL RECORD

OCT 3-1945

May 28, 1945.

U. S. DEPARTMENT OF AGRICULTURE

FOR STATE OFFICES

**SUBJECT: FISCAL OPERATIONS, VOUCHERS AND ACCOUNTS . . 205**

Re: Recording of Obligations as of June 30, 1945;  
Unexpended balances covered into the Sur-  
plus Fund of the Treasury

Funds appropriated for the following appropriations will not be available for  
obligation after June 30, 1945:

125/62215(21) - Conservation and Use of Agricultural Land Resources,  
Department of Agriculture 1945 - December 31, 1945  
(AAA)

1242215(21) - Conservation and Use of Agricultural Land Resources  
Department of Agriculture, 1944 (AAA)

123/52206(35) - Parity Payments, Department of Agriculture 1941-1943  
(AC&AA)

124/52205(35) - Administration of Sugar Act of 1937 Department of  
Agriculture, 1944 - 1945 (AAA)

1253510 - Administrative Expenses, Agricultural Adjustment  
Agency, 1945

In order to provide adequate reserve to take care of any unpaid applications  
or any obligations incurred under allotments made in connection with the  
above appropriations, it is requested that adequate obligations be recorded  
on the official allotment ledgers and other accounts and records maintained  
in the State offices.

These obligations should be recorded as of June 30, 1945 on the official  
allotment ledgers or included in the Statement of Obligations which is for-  
warded to the Control Accounts and Audit Section to cover obligations paid  
through that office. The obligations as recorded should be substantiated  
by a detailed statement making up the total amount which has been recorded  
to the allotment ledgers. In connection with payments to producers, it  
would be well to show on this detailed statement the number of applications,  
name of county and the total amount expected to be paid under the various  
programs as well as obligations for amounts of General Accounting suspensions

NER-Memo. No. 1468 continued.

in the active file of Form 117a and obligations for reclaimable items covering cancelled checks and other payments due of which the State office has knowledge. On the allotment ledger for salaries, the amount of obligation will include all salaries due employees through June 30, 1945, which have not been certified for payment and recorded to the allotment ledgers. Lump sum payments made in fiscal year 1945 for leave extending into 1946 will be paid out of 1945 fiscal year appropriation. For administrative expenses other than salaries there should be included on the Statement of Obligations all obligations which have been incurred through June 30, 1945.

Adequate steps should be taken to insure that as of June 30, 1945, all existent obligations will be properly recorded to the allotment ledgers and other records, in order to be properly reflected on the Statement of Allotment Transactions and Statement of Obligations as of June 30, 1945, for recording to the accounts of the agency maintained in the Control Accounts and Audit Section.

Payments to producers or farmers under the following appropriations may not be disbursed after June 30, 1945, since at that time the appropriations for these programs cease to be available for expenditures and the unexpended balance of these appropriations will be covered into the surplus funds of the Treasury:

1222215(21) - Conservation and Use of Agricultural Land Resources, Department of Agriculture 1942 (AAA)

121/32206(21) - Parity Payments Department of Agriculture 1941-1943 (AAA)

122/32205(21) - Administration of Sugar Act of 1937 Department of Agriculture 1942 and 1943 (AAA)

1232100(21) - Exportation and Domestic Consumption of Agricultural Commodities, Department of Agriculture, 1943 (AAA)

Cases will arise wherein subsequent to June 30, 1945, payment will be found to be due persons who participated in the programs, and for whom obligations existed as of June 30, 1945. Likewise, claims may be received from personal representatives or heirs of deceased applicants or guardians of incompetents whose checks were canceled.

In all such cases payments should be approved, if otherwise proper, and forwarded to the Claims Division, General Accounting Office, accompanied by Form AD-42. Such form shall show the appropriation 1222215(21).031; 1232100(21).037; 121/32206(21).030; or 122/32205(21)3, whichever is applicable to the appropriation chargeable. The administrative report in addition to the usual statements shall also include a statement to the effect that the amount approved for payment was included in the unexpended balance of the appropriation carried into the surplus fund. In connection with claims for the proceeds of checks due decedents or incompetents, the administrative report shall, in addition, con-

NER-Memo. No. 1468 continued

tain complete citation to the issuance of the check and its cancellation and must be accompanied by Form ACP-103.

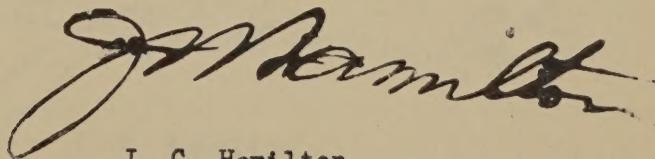
The accountant maintaining the official allotment ledgers should cancel all unliquidated obligations under the allotments for the above appropriations reflecting in the "Unobligated Balance of Allotment" column the amount of allotment unobligated as of June 30, 1945, and a Statement of Allotment Transaction shall be prepared reflecting the condition of the allotment ledger as of June 30, 1945.

After this has been done, the accountant will post to the "Allotment" column a contra (red) entry in an amount equal to close out the unobligated balance of allotment remaining in the account. No advice of decrease in allotment will be furnished by the Regional Director, as the books of the agency will be adjusted from the Statement of Allotment Transactions.

After this entry has been accomplished on the allotment ledger, a Statement of Allotment Transactions will be prepared and marked "FINAL". (This statement will reflect the totals of the column "Audited Vouchers" less "Reimbursable Collections", equaling the total of the "Allotment" column, thus closing the maintenance of the official allotment ledger account, insofar as the State office is concerned and hereafter no posting will be made to the allotment account). The "Final" statement shall be submitted with the June 1945 reports.

A cumulative summary of the county records covering payments to producers maintained in conjunction with the above appropriations shall be submitted showing the cumulative county totals as of June 30, 1945. This summary should be marked "FINAL" and no further postings will be made to the county records maintained for programs applicable to the above appropriations.

There should be maintained in the state office a memorandum record of all obligations existent under the above appropriations, which will be used for reference purposes in connection with the preparation of Form AD-42.



J. C. Hamilton  
Chief, Administrative Section  
Northeast Division

the collection of data may not be conducted in a manner that risks  
loss of the data or its use in a manner that violates the law.

The Bureau will keep records reflecting the administration of subpoenas and  
complaints, the stock and the availability and timing of scientific personnel  
in offices and offices, "normal" to the use of data, "normal" and also, "abnormal"  
activities. The Bureau will be able to determine whether  
and therefore not to collude, in a manner designed to limit and/or  
restrict the use of data.

The Bureau will keep records reflecting the use made and extent made  
possible by available and the results of such use in a timely (not) manner.  
Records of contact to derive the "normal" and "abnormal" usage of data  
will enable the Bureau to identify and to characterize and understand the  
particular function to records and will be used to

assess the potential impact of the Bureau's use and make data available  
and to "normal" contact for records of data availability, including the  
"normal" and "abnormal" usage of data by other law enforcement agencies  
and the Bureau. "Normal" usage will be determined by the Bureau's  
records of contact, records, factual disclosure, facility and the communication with  
and the use of data by the Bureau or another law enforcement or public office  
which may not have been made by the Bureau "normal" and "abnormal" usage

records concerning unusual circumstances and to determine whether a  
matter of this nature has already been handled and to determine  
whether there is a need to make contact to determine the "normal" and "abnormal"  
usage of data by other law enforcement or public office which may not have been made

by the Bureau concerning unusual circumstances and to determine whether a  
matter of this nature has already been handled and to determine  
whether there is a need to make contact to determine the "normal" and "abnormal"  
usage of data by other law enforcement or public office which may not have been made

by the Bureau concerning unusual circumstances and to determine whether a  
matter of this nature has already been handled and to determine  
whether there is a need to make contact to determine the "normal" and "abnormal"  
usage of data by other law enforcement or public office which may not have been made

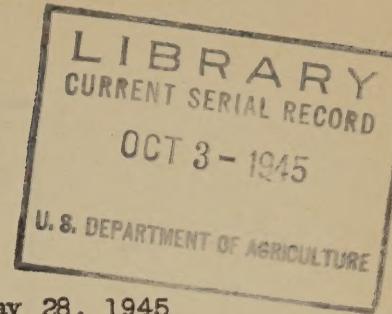
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NER-Memo. No. 1470

UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Agency  
Washington 25, D. C.



May 28, 1945

FOR STATE OFFICES

SUBJECT: FISCAL OPERATIONS, VOUCHERS AND ACCOUNTS . . 206

Re: County office expenses incurred  
at State level

Due to the shortage of funds for State office expenses during the fiscal year 1946 we are again calling your attention to the fact that charges incurred at a State office level on behalf of two or more county associations may be charged against county funds. (See our letter of November 11, 1942.

In the event that you wish to use county funds for the purchase of such supplies as stationery, postal cards, etc., it will be necessary before allocating funds to counties to set aside an amount sufficient to cover anticipated needs. Payment for such items will be made similar to payment of vouchers for State office supplies after July 1, 1945. This matter will be discussed further at the New York conference on June 7 and 8 if State offices wish to use this method of handling county expenses.

A large, cursive handwritten signature of "J. C. Hamilton".

J. C. Hamilton  
Chief, Administrative Section  
Northeast Division



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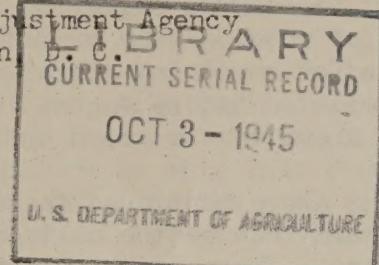
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NER-Memo No. 1471

UNITED STATES DEPARTMENT OF AGRICULTURE

Agricultural Adjustment Agency

# Washington D. C. B. R. A.



OCT 3 - 1945

May 29, 1945

FOR STATE OFFICES

Re: Report of the Status of the Conservation Liming Material Program Through April 28, 1945.

The following Regional delivery percentage schedule was approved by the Regional Committee at the time the size of the 1945 Liming Material Program was determined:

Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.
7	9	9	7	6	6	6	8	8	9	9	9	7

There is attached a Regional and State graph indicating tonnage by months of orders placed and deliveries made in relationship to the delivery goal. There is also attached a table of the States' estimates of the total liming material to be furnished, the percent of orders placed and deliveries made by States, and the Regional percentage by months that deliveries are in arrears of the delivery goal.

There have been a few minor changes since these figures were submitted but they would not materially affect the percentages shown. In order to complete the Regional figures on a uniform basis, the Program is considered to run from November 1st through November 30th. This obviously distorts the Regional picture somewhat inasmuch as Pennsylvania's Program did not begin until January First.

Each State is receiving a graph of their own State only, in addition to the Regional graph. It is anticipated that similar figures and graphs will be prepared once a month and transmitted by the Regional office to the States.

Regional deliveries showed a marked improvement in March and April when the full effect of Pennsylvania's suppliers was first shown. The first three weeks of May indicate that deliveries are still rising. As will be seen from the dotted line which extends deliveries through November 30th, at the level necessary to meet our goal, deliveries must rise sharply if we are to complete our program. In addition to having a late start, running into a severe winter, having the State with the largest number of orders begin its Program the first of the year, there were heavy commercial sales which are just beginning to slacken off.

We have recently completed a survey of the industry, during which time there were indications of considerable expansion within the industry to meet our requirements in a few remaining deficiency areas. Much of the expansion will not have been completed before August 1st so that we will not reach our delivery goal as shown on the graph until about October 1st.

In addition to the above mentioned factors, deliveries do not appear as high as they actually are because the deliveries indicated are on the basis of the suppliers' billings. There is an exception to this. Some of the larger companies of New York and Pennsylvania are now reporting their actual shipments. In these cases, actual shipments are used instead of billings.

The following influences or actions taken should tend to bring States more in line with the delivery goal as shown on the graph:

Maine - It is anticipated that Maine's deliveries, in addition to stepping up for the above mentioned reasons, will be greatly accelerated by the production of a new plant at Presque Isle.

New Hampshire - New Hampshire's deliveries should be brought nearer their goal within the next two months because of directives to suppliers servicing Vermont to ship a greater proportion to New Hampshire and because of the above mentioned reasons.

Vermont - Because Vermont secured a large number of well distributed orders early in the year, deliveries soon exceeded the delivery goal. Farmyard orders will continue to be delivered but directives have been issued to suppliers of siding material to ship more heavily to other States in line with Regional policy to maintain equal deliveries to all States.

Massachusetts - Massachusetts' deliveries should be improved within the next few months because of the above mentioned reasons.

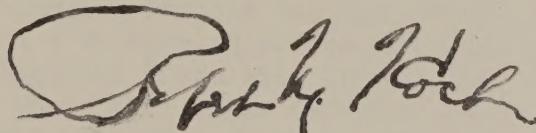
Rhode Island - It is anticipated that with the next month's chart Rhode Island's deliveries will have reached their delivery goal and will maintain it during the year.

Connecticut - As soon as D. U. Smith's expansion materializes, Connecticut's deliveries will reach the delivery goal. We anticipate that this will take place about July 1st. If it does not, further action will be taken.

New York - The effect of placing orders with the North American Cement Corporation and other similar companies on a truck siding basis does not yet show in the delivery record. It is anticipated that New York's deliveries will rise slowly and not meet the goal much before the end of the year. In other words, deliveries from September on will be extremely heavy.

New Jersey - New Jersey benefited by receiving deliveries from Pennsylvania suppliers before that State had placed any orders. Its deliveries, while considerably in excess of the goal at the present time, will fall off materially during the next few months inasmuch as directives have been given to their suppliers to ship into Pennsylvania. Deliveries will always be equal to the goal from now until the end of the year because of farmyard delivery contracts which will continue at a slow rate.

Pennsylvania - As indicated, orders did not materialize in very great volume until the last of February. The rate of delivery in this State is increasing and is now being supplemented with heavy shipments from outside of the State.



Robert M. Koch  
Head, Conservation Materials  
and Services Unit  
Program Operations Section  
Northeast Division



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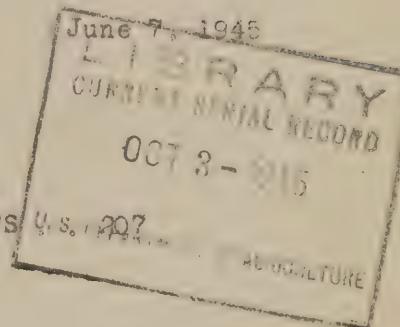
NER-Memo. No. 1474

UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Agency  
Washington 25, D.C.

FOR STATE OFFICES

SUBJECT: **FISCAL OPERATIONS, VOUCHERS AND ACCOUNTS**

Re: **Erroneous Payments Made by Regional  
Disbursing Officers.**



Subsequent to the issuance of NER-Memo. No. 1361 dated November 15, 1944 on this subject, the Chief Disbursing Officer has changed his procedure for the handling of cases where a Disbursing Office makes an under-payment. Under this new procedure the Regional Disbursing Office upon receipt and verification of advice of the error will issue (without obtaining another certified voucher from the State Office) a check to the person who through error was not paid or was paid in a reduced amount and will charge the check against a Clearing Account of the Disbursing Office instead of charging our appropriation. The issuance of this check will not be reflected in our accounts. If, prior or subsequent to the issuance of the check to the underpaid person, the Disbursing Office obtains recovery from the overpaid person the remittance will be deposited by the Disbursing Office to the credit of the Clearing Account. If the State office in assisting the Disbursing Office to effect recovery obtains a remittance it should be sent by memorandum to the Disbursing Office without scheduling it on S.F. 1044. If the State office can recover through set-off the Disbursing Office should be so advised and requested to furnish the description of the Clearing Account to be credited in order that it can be stated on the S.F. 1096. The credit by collection or set-off will not be reflected in our accounts.

This office should be notified of any such cases arising in State offices.

*Mary E. Swadley*

Mary E. Swadley  
Acting Chief  
Administrative Section  
Northeast Division



UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Agency  
Washington 25, D. C.

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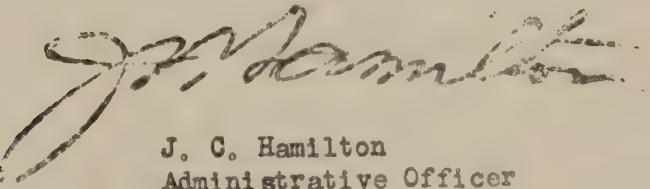
U. S. DEPARTMENT OF AGRICULTURE

June 14, 1945

SUBJECT: FISCAL OPERATIONS, VOUCHERS AND ACCOUNTS . . . . 208

Re: Beef Production Program

Beginning with the month of June all expenses incurred at a State Office level in connection with the Beef Production Program shall be reported on the program breakdown of obligations, Form NED-107, by adding another column to the form for such a program. Such expenses are limited to salary and travel.

  
J. C. Hamilton  
Administrative Officer  
Northeast Division

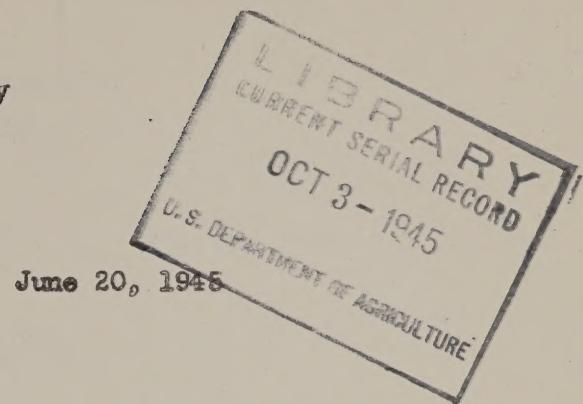


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NER Memo. No. 1484

69  
WAR FOOD ADMINISTRATION  
Agricultural Adjustment Agency  
Washington 25, D. C.



TO STATE OFFICES

SUBJECT: MARKETING PROGRAMS - - - - No. 38

Re: CCC Feed Wheat Allocations

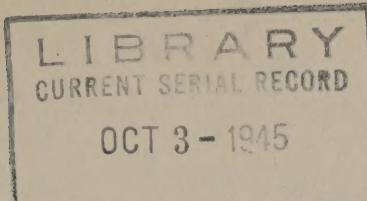
Some feed wheat allocated to feeders, feed manufacturers and dealers prior to April has not yet been delivered. We have been notified by the Commodity Credit Corporation that all unshipped stocks held by merchandizers on July 1, 1945, shall be returned to the Corporation.

*C. Ely Wickham*

C. Ely Wickham, Chief  
Program Operations Section  
Northeast Division



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NER-Memo No. 1488

UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Agency  
Washington 25, D.C.

June 26, 1945

FOR STATE AND COUNTY OFFICES

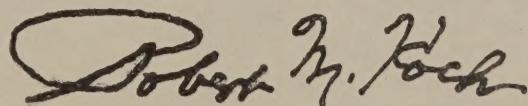
SUBJECT: CONSERVATION MATERIALS AND SERVICES . . . . . No. 117

Re: Notarization of Form ACP-67, Receiving and Inspection Report

Effective immediately, the execution of the affidavit and notarization of the consignee's signature on the reverse side of Form ACP-67 should be discontinued. The consignee is required to sign the form, indicating his approval of the report. County Offices should advise consignees of this change.

By operating in this manner, the consignees will be in a position to forward the "Receiving and Inspection Report" to the County Office immediately upon completion of the unloading. County Offices should review them for correctness and completeness and then forward them to the State Office (Ithaca office for New York, New Jersey, and Pennsylvania) within forty-eight hours in order that payments to suppliers can be made within the discount period.

The NER-911 will not be amended to this effect, but the next Materials Procedure and the next reprint of the form will not provide for the affidavit and notarization.



Robert M. Koch  
Head, Conservation Materials  
and Services Unit  
Program Operations Section  
Northeast Division

